CONCORDIA UNIVERSITY

Council of the Faculty of Engineering and Computer Science

Minutes of Meeting 95-1

held

Friday, 20 January 1995 at 2:00 p.m. in H-769

Present: Dr. D.J. Taddeo (Chair); Dr. V.S. Alagar; Dr. J. Drolet; Dr. M. El-Badry; Dr. P. Fazio; Dr. D. Feldman; Mr. F. Hanafi (Undergrad. Rep.); Dr. B.S. Haroun; Ms. L. Harris (Library); Dr. S. Hoa; Dr. A. Hochstein; Dr. G. Joos; Dr. L. Landsberger; Dr. V.N. Latinovic; Dr. H.F. Li; Prof. C. Marsh; Dr. H. McQueen; Dr. O. Moselhi; Ms. G. Panagiotopoulos (Undergrad. Rep.); Dr. T. Radhakrishnan; Mr. A. Reid (Undergrad. Rep.); Dr. R. Shinghal; Mr. N. Soliman-Saad (Graduate Rep.); Dr. C. Suen; Mr. T. Too (Registrar's Office); Dr. C. Trueman; Dr. G. Turski (Secretary); Dr. G.H. Vatistas (Graduate Studies)

Visitors: Dr. A. Ramamurthy; Ms. D. Wiseman (Office of the Dean); Mr. L. Zack (Public Relations)

Regrets: Dr. R. Guy; Prof. F.D. Hamblin; Dr. A. Hanna; Dr. T. Krepec; Ms. M. Sabbag; Dr. T. Stathopoulos

1.   Adoption of Agenda

The Secretary distributed a revised Agenda. Dr. Feldman requested that the topic of the Graduate Supervisor's Annual Student Progress Report be added to the Agenda, and Dr. McQueen asked that Council also consider the following two items: 1) *Declaration of Principles and Procedures for Research Practice,* and 2) Faculty's representation on the University's Board of Governors.

Motion   The agenda was unanimously adopted as amended (G. Vatistas, G.Joos)
95-1-1

CLOSED SESSION

END OF CLOSED SESSION

3. Adoption of Minutes

Mr. Too noted the omission of his name from those listed as present at the 16 December 1994 meeting of Council.

Motion
95-1-3

The Minutes of Meeting 94-9 (16 December 1994) were unanimously approved as amended (T. Too, A. Hochstein)

4. Chair's Remarks

The Chair announced the 19th of May as the date of meeting of Council for that month.

The Chair briefly informed Council about the impending visit from the Canadian Engineering Accreditation Board. A CEAB Visiting Team will be at Concordia on February 27 and 28 in order to assess the Industrial Engineering programme. All of the documents pertinent to the accreditation visit were forwarded by the Faculty to the CEAB in early January. In addition, two of the three laboratories needed for the programme are already operational, with the third one to be soon available for use as well.

The Chair asked that faculty members inform students about the increased availability of the Computer Graphics Laboratory and expressed a hope that the facility will be put to a more extensive use than in the past.

A special breakfast is being organized on February 10 to host persons from industry with whom the Faculty has contacts through research contracts. Drs. Bertrand, Parker, and Bui will attend, as will several members of the Board of

Governors, including Mr. L. Goldfarb, Chair of the Search Committee for Dean of the Faculty of Engineering and Computer Science. The intent of this event is to consolidate the contacts Faculty researchers have with industry partners.

The Chair informed Council about the invitation the Faculty had received from CITEC (Centre d'Initiative Technoloqique de Montréal) to work on a pilot project to orient graduate theses toward industry-related problems. Several meetings at CITEC have already taken place and more will follow. Dr. Taddeo expressed his gratitude to all those from the Faculty who have helped with this initiative.

5. Report of the Task Force on the Evaluation of Teaching and the Teaching Dossier (ECFC Doc. 94-6-2)

Upon Dr. Taddeo's suggestion it was agreed that, for the purpose of adoption, each of the thirteen recommendations contained in the above-noted report receive separate consideration.

Dr. Landsberger submitted to Council a response to the report formulated by the Department of Electrical and Computer Engineering. The response comprised comments about the report in general as well as about the specific recommendations proffered in it.

Motion 95-1-4 That Recommendation #1 be adopted (A. Reid, C. Suen)

Dr. Moselhi proposed that Recommendation #1 be amended to stand as a general statement that would omit a concluding reference to the report.

Motion 95-1-5 That Recommendation #1 be amended such that the phrase "as outlined in this report" is omitted from it (O. Moselhi, S. Hoa)

Vote on the amendment: Carried unanimously
Vote on the motion to adopt Recommendation #1, as amended: Carried unanimously

Motion 95-1-6 That Recommendation #2 be adopted (O. Moselhi, A. Reid)

Dr. Alagar stated that the Department of Computer Science disagrees with this recommendation. A further discussion revealed that Recommendation #2 is desirable, provided it does not imply the creation of an additional senior administrative position. The responsibility for teaching throughout the University should be explicitly assigned to one of the Associate Vice-Rectors, Academic currently

reporting to the Vice-Rector, Academic. It was proposed that Recommendation #2 be subject to the following amendment.

Motion 95-1-7

That Recommendation #2 be understood not to entail the creation of an additional administrative position, and that the responsibility for teaching throughout the University be assigned to the Associate Vice Rector, Academic (Curriculum and Planning), this being formally recognized by the addition of "Teaching" to the title of the person occupying this position (H. McQueen, V.S. Alagar)

Vote on the amendment: 16 in favour; 2 opposed; 3 abstentions
Vote on the motion to adopt Recommendation #2, as amended: 11 in favour; 1 opposed; 9 abstentions

Dr. Landsberger stated that the Department of Electrical and Computer Engineering views the Faculty Teaching Team proposed in Recommendation #3 as a creation of a redundant level of bureaucracy. The tasks assigned to this proposed body would be better served by informal teaching teams at the departmental level. The ensuing discussion revealed that this was a shared sentiment among Council members. It was suggested that much of the intent behind Recommendation #3 could be incorporated in Recommendation #7.

Motion 95-1-8

That Recommendation #3 be rejected (L. Landsberger, V.S. Alagar)

Vote: 16 in favour; 3 opposed; 2 abstentions

After a brief discussion about Recommendation #4 it was moved that it be adopted with the inclusion of an amendment stated below.

Motion 95-1-9

That Recommendation #4 be adopted with the understanding that, in order to eliminate duplication of effort, the Office of the Dean would produce the general guidelines on the preparation and assessment of teaching dossiers, which guidelines would then be used by each department in accordance with that department's specific needs (J. Drolet, A. Reid)

Vote: 13 in favour; 2 opposed; 6 abstentions

Motion 95-1-10

That Recommendation #5 be adopted (P. Fazio, O. Moselhi)

Vote: Carried unanimously

Motion 95-1-11

That Recommendation #6 be adopted (F. Hanafi, B.S. Haroun)

Vote: Carried unanimously

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Motion 95-1-12	That Recommendation #8 be adopted (J. Drolet, G. Joos)
Motion 95-1-13	That Recommendation #8 be amended such that the words "on request" are inserted between "prepare" and "materials" (L. Landsberger, P. Fazio)
	Vote on the amendment: Carried unanimously Vote on the motion to adopt Recommendation #8, as amended: Carried unanimously
Motion 95-1-14	That Recommendation #11 be adopted (C. Marsh, G. Joos)
Motion 95-1-15	That Recommendation #11 be amended such that the words "continue to" are inserted between "Office" and "provide" (J. Drolet, O. Moselhi)
	Vote on the amendment: Carried unanimously Vote on the motion to adopt Recommendation #11, as amended: Carried unanimously

Dr. Fazio noted that, since the Learning Development Office is significantly implicated in a number of recommendations on teaching the responsibility for which should belong in Council's view to the Associate Vice-Rector, Academic (Curriculum and Planning), the LDO should formally report to this individual. In Dr. Suen's view, any administrative restructuring which would reduce the number of individuals reporting directly to the Vice-Rector, Academic would be, on account of the large volume of matters handled by the person in the position, a welcome development.

Motion 95-1-16	That the Learning Development Office report to the Associate Vice-Rector, Academic (Curriculum and Planning) (P. Fazio, C. Suen)
	Vote: Carried unanimously
Motion 95-1-17	That Recommendation #7 be adopted (G. Joos, M. Soliman-Saad)
	Dr. Fazio advocated the establishment of informal groups within each department that would be concerned with teaching on an ongoing basis. Accordingly, he proposed the following amendment to Recommendation #7.
Motion 95-1-18	That Recommendation #7 be amended such that the phrase "perhaps through its Teaching Team" is replaced by the phrase "implement mechanisms to foster informal ongoing dialogue between students and faculty and" (P. Fazio, O.Moselhi)

Vote on the amendment: Carried unanimously
Vote on the motion to adopt Recommendation #7, as amended: Carried unanimously

Motion 95-1-19

That Recommendation #9 be adopted (A. Reid, G. Joos)

Vote: Carried unanimously

Motion 95-1-20

That recommendation #10 be rejected (O. Moselhi, C. Marsh)

Vote: 13 in favour; 3 opposed; 5 abstentions

Motion 95-1-21

That Recommendation #12 be adopted (A. Reid, G. Joos)

Drs. Joos and Moselhi argued that course evaluation information should not be used for the purpose of selecting courses by students, and Dr. Moselhi further wondered about the mechanism by which Recommendation #12 would be implemented. Urging the adoption of Recommendation #12, Mr. Reid stated that in recent past course evaluations were available to students in the Faculty of Commerce and Administration. Dr. Shinghal suggested that course evaluations should remain confidential, just as student transcripts are.

According to Dr. Fazio, making the results of course evaluations publicly available might deter faculty members from participating in the evaluation exercise, since such participation is voluntary. In Dr. McQueen's view, the above-mentioned results should be made public. Mr. Reid noted that course evaluations are mandatory according to the University's agreement with CUPFA. The obligation to submit to course evaluations should hold for full-time faculty as well, even if this is not specified in the current CUFA Collective Agreement.

Motion 95-1-22

That Recommendation #12 be amended such that the phrase "with written permission from the instructor" is inserted after the word "data" (O. Moselhi, P. Fazio)

Vote on the amendment: 12 in favour; 9 abstentions
Vote on the motion to adopt Recommendation #12, as amended: 12 in favour; 9 abstentions

Motion 95-1-23

That Recommendation #13 be adopted (O. Moselhi, D. Feldman)

Dr. Joos explained that the Department of Electrical and Computer Engineering opposed Recommendation #13 because it may lead to undue competition among colleagues. According to him, awards for teaching should be left entirely in the hands of students. Drs. Fazio and Moselhi emphasized that, whoever is ultimately

involved in the process of selecting a recipient for an outstanding teacher award, student involvement in this matter is critical. Further discussion revealed that the composition of the selecting body must be clarified.

Vote: 3 in favour; 10 against; 8 abstentions

6. ## The Report of the Committee to Improve the Quality of Teaching and Learning in the Faculty of Engineering and Computer Science (ECFC Doc. 94-8-2)

After a brief discussion it was decided that the above-noted report be referred back to its authors so that they may incorporate into a revised version comments submitted by the Departments of Electrical and Computer Engineering and Computer Science. Dr. Fazio further suggested that this revision take into account the considerations and amendments put forth with regard to the just discussed *Report of the Task Force on the Evaluation of Teaching and the Teaching Dossier*, ECFC Doc. 94-6-2.

Motion
95-1-24

That ECFC Doc. 94-8-2 be presently tabled for consideration at the next Council meeting, when it will have been revised in accordance with input provided by Faculty's departments as well as by Council in its consideration of ECFC Doc. 94-6-2 (P. Fazio, G.Joos)

Vote: Carried unanimously

7. ## Recommendations Concerning the Implementation of the Policy on Educational Equity (ECFC Doc. 94-6-3)

Dr. Taddeo explained that the University Senate has yet to formally adopt the Policy on Educational Equity and suggested that a discussion of the implementation of the policy by Council be postponed until such time as Senate approves it. Dr. Joos read a brief statement on behalf of the Department of Electrical and Computer Engineering concerning ECFC Doc. 94-6-3. It was agreed that these comments would be passed on to Senate for its consideration.

Motion
95-1-25

That ECFC Doc. 94-6-3 be presently tabled until such time as Senate formally approves a policy on educational equity (H. McQueen, G. Joos)

Vote: Carried unanimously

8.   Other

--   Graduate Supervisor's Annual Student Progress Reports

Dr. Feldman asked Dean Taddeo whether the above-noted reports could be submitted to him in May rather than mid-February, as recently requested. Dr. Taddeo replied that this is an administrative matter that falls beyond the scope of what Council should be considering. He further explained that the reason behind asking for student progress reports prior to their normal date of submission was to become apprised more clearly about the rate of progress of the Faculty's graduate students and especially those who are at the Master's level.

--   *Declaration of Principles and Procedures for Research Practice*

Dr. McQueen emphasized the importance on moving ahead on the above-noted document. To this end he urged that the Chairs of the subcommittees working on it meet in the near future so that appropriate revisions can be passed on to departments for feedback. Agreeing with Dr. McQueen, Dr. Taddeo promised to arrange such a meeting.

--   Faculty of Engineering and Computer Science representation on the University's Board of Governors

Dr. McQueen explained that due to medical treatment which he has had to undergo during the past several months, Dr. J. Hayes has not been able to attend regular Board meetings. Dr. McQueen emphasized the need for the Faculty to be actively represented on the Board and suggested that, given Dr. Hayes's condition, the matter of ECS representation currently needs attention.

Dean Taddeo replied that Dr. Hayes's seat on the Board has not become vacant and that the Board has not asked the Faculty for a replacement representative. Moreover, Dr. Hayes has recently received permission from his doctors to resume some of his University duties and is expected to soon participate again in the several deliberative and legislative bodies of which he is a member.

9.   Adjournment

The meeting was adjourned at 5:10 p.m.